

**PASCO COUNTY LIBRARY SYSTEM
POLICY MANUAL**

SECTION: ADMINISTRATION
POLICY TITLE: DISPLAY AREA POLICY
EFFECTIVE DATE: DECEMBER 1992
REVISED: NOVEMBER 2005
FEBRUARY 2009

Acceptance Statement:

The Pasco County Library System (PCLS) considers use of any of the display areas in its facilities to constitute acceptance of the Display Area Policy.

Philosophy:

PCLS is an information center for the community. PCLS provides educational, informational, civic, and cultural displays for the enjoyment of the community. PCLS display cases are primarily to be used for PCLS displays, or PCLS sponsored displays, such as those of the Friends of the Library or other community partners, or for Pasco County Government displays.

When there are no scheduled PCLS or Government displays, the library display areas may be available for the use of persons, community groups, or organizations to mount educational, informational, civic, and cultural displays. The selection of items to be displayed must be appropriate for all audiences. Displays may not be illegal, defamatory, or obscene. Determination of this status will be referred to appropriate legal authorities.

Appropriate displays are accepted regardless of the origin, age, race, sex, background, views, religion, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason.

Acceptance of a display does not imply PCLS endorsement of the aims, policies, viewpoints, or activities of groups mounting the display or the content of the display.

General Guidelines:

- PCLS or PCLS sponsored activities shall have first priority to use the display areas. Pasco County Government programs shall have second priority to use the display areas.

- Displays may be scheduled for display for up to four weeks.
- The name of the sponsoring person or group and a contact information must be visible in the display.
- PCLS reserves the right to limit the number of times the display areas may be used by any person or organization.
- Displays are limited as to size by the space available.
- The name, address, or telephone number of any PCLS library may not be used in any way that might imply PCLS sponsorship of the display.
- Displays may not present a health or safety issue. They may not block access to any area of the library. ADA guidelines will be considered when placing a display.
- PCLS personnel will not assist in the handling of displays or other materials used in the display other than PCLS owned equipment.
- Any damage occurring to PCLS property as a result of the display will be repaired at the expense of the person responsible for the display.
- No sound amplifiers may be used as part of any display. Other items requiring electrical power or batteries must be specifically pre-approved by the Branch Manager.
- PCLS assumes no responsibility for the preservation, security, or possible damage or theft of any item displayed.
- Access to displays will be only during normal hours of operation for the library where the display is located.
- Displays may not disrupt normal library operations, nor may they interfere with the use and enjoyment of the library by others.
- Display items left at any library and not reclaimed by the displayer on or before the Display Removal Date will be considered abandoned and may be discarded.
- PCLS retains the right to cancel displays due to unforeseen circumstances.

Violation of Policy:

Failure to conform to this policy will result in withdrawal of permission to display.

By signing here you agree to the terms and conditions stated in this policy.

Signature: _____ Date: _____

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Setup Date(s): _____ Display Date(s): _____

Display Removal Date: _____

Library Staff Signature: _____ Date: _____